ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Wednesday, December 4, 2019
5:15 PM

Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02474

Open Meeting

Approval of minutes: Monday, October 28, 2019

Discussion: Timelines, RFP for consultants, and community outreach during the upcoming superintendent search. Glenn Koocher, Executive Director of the Massachusetts Association of School Committees has been invited to join the subcommittee for this discussion.

New Business & Future Meetings

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Paul Schlichtman, Chair

Town of Arlington, Massachusetts

Meeting Location

Summary:
Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02474

Town of Arlington, Massachusetts

Open Meeting

Town of Arlington, Massachusetts

Approval of minutes: Monday, October 28, 2019

ATTACHMENTS:

Type	File Name	Description
Minutes	Superintendent_Search_Process_Committee_102819_(1).pdf	Superintendent Search Process 10 28 2019 meeting

DRAFT MINUTES

The meeting was called to order at 5:00 p.m.

Present: Paul Schlichtman, subcommittee chair
Jennifer Susse, subcommittee member

Mr. Schlichtman noted that Dr. Allison-Ampe was absent, as she broke her wrist in a cycling accident.

Mr. Schlichtman presented some RFPs used by other districts to solicit a superintendent search firm.

The subcommittee discussed a timeline for preparing a RFP for the selection of a superintendent search consulting firm, for the purpose of conducting a search for a new superintendent.

The discussion focused on the need to provide community input in the search process, and to enter the marketplace at the most advantageous time in order to have a new superintendent in place for July 1, 2021.

If it is the goal of the school committee to enter the marketplace and advertise for candidates in September, 2020, it would be necessary for the consultant to conduct focus groups and gather community input in May and/or June, 2020.

The subcommittee discussed the desirability of establishing a timeline resulting in the selection of a consultant in March, which would require publishing an RFP in February.

The subcommittee discussed some of the stakeholders that should be included in outreach by the consultant, and should be reflected in the RFP:
- Teachers
- Parents (including subgroups)
- Administrators
- Finance Committee
- Select Board

- Town Moderator & Town Manager
- Town Meeting Members
- Rainbow LGBTQ
- Diversity Task Group
- Superintendent's Diversity Advisory Committee

The subcommittee discussed the need to have opportunities for participation during the day, evenings, and weekends.

The committee agreed to request a meeting with MASC Executive Director Glenn Koocher, to refine the timeline for proceeding with the initial stages of the search process.

On a **motion** by Ms. Susse, **seconded** by Mr. Schlichtman, it was **voted** to adjourn at 5:55 p.m.

Town of Arlington, Massachusetts

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New Business & Future Meetings

Adjournment

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Submitted by Paul Schlichtman, Chair